

# Planning Tool

## **Introduction:**

### What is the Planning Tool?

The **Planning Tool** ties directly to a **Funding Application**. The **Planning Tool** is composed of the **School District / Agency Plan** and several Plan Additions:

**School District / Agency Plan:** This is required of all districts applying for funds through ePAGE. The **School District / Agency Plan** has several components: Mission Statement, Needs Assessment, Goals, Objectives, Action Steps and Fiscal Resources.

**School Plan / Action Steps:** A school within the district can create its own **School Plan**, which is built on the District Plan's Goals and Objectives, but requires Action Steps for each individual school. **School Plans** are **NOT required** except for new Schoolwide programs, new School Improvement grants and 21st Century grants.

**School District Improvement Plan Requirements:** This section lists the requirements that must be in the **School District / Agency Plan** as Objectives for every district that is in District Improvement status. Once required objectives are entered into the **School District / Agency Plan**, the district check marks each requirement as completed.

**School Improvement (SI) Plan Requirements:** This section lists the requirements that must be in the **School Plan** as Action Steps for each school NEWLY awarded a School Improvement grant. Once the Required Action Steps are entered into the **School Plan**, the district check marks each requirement as completed.

**Schoolwide Plan Requirements:** This section lists the requirements that must be in the **School Plan** as Action Steps for each NEW Schoolwide program. Once the Required Action Steps are entered into the **School Plan**, the district check marks each requirement as completed.

### Where does the LEA start the Plan?

The first step is to create the **School District / Agency Plan**. Next, the district can modify the plan, if appropriate, to meet District Improvement requirements and/or allow schools to develop their school plans.

## School District / Agency Plan:

Click the **Login** link from the left menu bar to login.

Click **Planning Tool**

Click the blue link **School District / Agency Plan**

The screenshot shows the 'Planning Tool' interface. On the left is a navigation menu with links like 'ePAGE Home', 'Search School Districts', 'Doc Library', 'Contact NDE', 'Login', 'Planning Tool', 'Funding Applications', 'Address Book', and 'Help'. The 'Planning Tool' link is circled in purple, with a red arrow pointing to it and a text box saying 'First, Click'. Below this, a blue arrow points to the 'School District/Agency Plan' link, which is also circled in purple, with a text box saying 'Second, Click'. The main content area shows 'Home >> Planning Tool >>' and 'Washoe County SD (16)'. It includes a 'Select Fiscal Year' dropdown set to '2008' and a 'Select School' dropdown. Below these are three boxes: 'School District Improvement Plan Requirements' (with a 'G' icon), 'School Improvement Plan Requirements' (with an 'O' icon), and 'Schoolwide Plan Requirements' (with an 'AS' icon). The 'School District/Agency Plan' link has icons for 'G', 'O', and 'AS'.

You will be taken to the **School District / Agency Plan Overview** page.

The screenshot shows the 'School District/Agency Plan Overview' page. The left menu is similar to the previous page but includes 'Admin Tools', 'Edit User Info', 'Logout', 'Planning Tool', 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. The main content area shows 'Home >> Planning Tool >>' and 'St. Viator School (46)'. It includes a 'Fiscal Year' dropdown set to '2008' and a table showing 'School District Improvement Status' for '2008' and '2007', both marked 'Not Available'. Below the table are five tabs: 'Status', 'Needs', 'Goals', 'Objectives', and 'Action Steps'. The 'Status' tab is selected. Below the tabs is a table with columns 'Requirement' and 'Status'. The 'Requirement' column has links for 'Mission Statement', 'Needs Assessment', 'Goals', 'Objectives', 'Action Steps', and 'Fiscal Resources'. The 'Status' column shows 'Incomplete' for 'Mission Statement', 'Needs Assessment', and 'Goals'. Red arrows point from a text box to the 'Status' tab and the 'Mission Statement', 'Needs Assessment', and 'Goals' links. The text box says 'Click either the Grey Boxes on Top or the Blue Links on the Left'. At the bottom are links for 'Printable Version of School District/Agency Plan', 'View School District/Agency Plan Archives', and 'View All School Plan Action Steps'.

This is where you begin to build the **School District / Agency Plan**. The default page is **Status**. Click either the blue links or the grey boxes next to **Status** to navigate in these pages.

Click the blue link ***Mission Statement***

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

Home >> Planning Tool >>

### School District/Agency Plan Overview

St. Viator School (46)

Fiscal Year - 2008

Fiscal Year	School District Improvement Status
2008	Not Available
2007	Not Available

**Status** Needs Goals Objectives Action Steps

Requirement	Status
<a href="#">Mission Statement</a>	Incomplete
<a href="#">Needs Assessment</a>	Incomplete
<a href="#">Goals</a>	Incomplete
<a href="#">Objectives</a>	
<a href="#">Action Steps</a>	
<a href="#">Fiscal Resources</a>	

[Printable Version of School District/Agency Plan](#)

[View School District/Agency Plan Archives](#)

[View All School Plan Action Steps](#)

You will be taken to the ***Edit Plan Information*** page. Click the blue link ***Mission Statement***.

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

Home >> Planning Tool >>

### Edit Plan Information

St. Viator School (46)

Fiscal Year - 2008

Status	Needs	Goals	Objectives	Action Steps

Click the title to modify.

<a href="#">Mission Statement</a> (Incomplete)
<a href="#">Needs Assessment</a> (Incomplete)

[Printable Version of School District/Agency Plan](#)

[View School District/Agency Plan Archives](#)

[View All School Plan Action Steps](#)

Type your District's **Mission Statement**. See the following example.

★ ePAGE Home  
Search School Districts  
Admin Tools  
Edit User Info  
Doc Library  
Contact NDE  
Logout  
Planning Tool  
Action Step Bank  
Funding Applications  
Address Book  
Help

Home >> Planning Tool >>

**Edit Plan Information**

St. Viator School (46) Fiscal Year - 2008

Status Needs Goals Objectives Action Steps

This form allows you to enter or modify the Mission Statement for your plan.

The mission of our school district is to prepare all students for life after graduation by providing a quality education, developing character, preparing students for higher education and teaching skills necessary in the job market.

Count Characters

Section Complete? ☒ Yes ☐ No

Spell Check Save Cancel

Second, Click **Yes or No**

First, Type your District's **Mission Statement**

Third, Click **Save**

The **Section Complete** buttons allows Districts with multiple users to enter the **Mission Statement** or **Needs Assessment** and leave notification for other users to review what has been entered.

If you Click **Yes** at **Section Complete?**

Then Click **Save**, you will notice the Status has been changed from **Incomplete** to **Complete**. Other users will be able to see this part is complete.

★ ePAGE Home  
Search School Districts  
Admin Tools  
Edit User Info  
Doc Library  
Contact NDE  
Logout  
Planning Tool  
Action Step Bank  
Funding Applications  
Address Book  
Help

Home >> Planning Tool >>

**Edit Plan Information**

St. Viator School (46) Fiscal Year - 2008

Status Needs Goals Objectives Action Steps

Click the title to modify.

Mission Statement (Complete)

The mission of our school district is to prepare all students for life after graduation by providing a quality education, developing character, preparing students for higher education and teaching skills necessary in the job market.

Needs Assessment (Incomplete)

Notice **Mission Statement** Status is Complete; (**Needs Assessment** Status is still Incomplete)

If you Click **No** at **Section Complete?**

Then Click **Save**, you will notice the Status remains **Incomplete**. (Not shown)

You may update the Mission Statement at any time repeating the above process and editing, Clicking **Save** when done.

Click the blue link ***Needs Assessment***

The screenshot shows the ePAGE Home interface. On the left is a navigation menu with links like 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool', 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. The main content area is titled 'Edit Plan Information' and shows the 'St. Viator School (46)' for the 'Fiscal Year - 2008'. There are tabs for 'Status', 'Needs', 'Goals', 'Objectives', and 'Action Steps'. The 'Needs' tab is active. Below the tabs, it says 'Click the title to modify.' and lists two items: 'Mission Statement (Complete)' and 'Needs Assessment (Incomplete)'. The 'Needs Assessment' link is circled in purple, and a red arrow points to it from the left margin.

The process to complete the ***Needs Assessment*** is the same process used to complete the ***Mission Statement***. See ***Mission Statement*** for step by step instructions.

In the ***Edit Plan Information*** page, as well as many other areas in the ***Planning Tool***, there are maximum amounts of characters that cannot be exceeded. You may Click ***Count Characters*** when typing text to see a pop up menu stating how many characters have been used and the maximum number. See the following example:

This screenshot shows the same 'Edit Plan Information' page as before, but with a text entry field containing the text: 'After school programs. Remediation in math. Tutoring for English Language Learners.' Below the text field is a 'Section Complete?' section with 'Yes' and 'No' radio buttons. At the bottom are 'Spell Check', 'Save', and 'Cancel' buttons. A red arrow points from a text box labeled 'First, Click Count Characters' to the 'Count Characters' button, which is circled in purple. A blue arrow points from a text box labeled 'Second, Notice the Pop Up Menu, After Reading, Click OK' to the 'OK' button in a pop-up menu. The pop-up menu shows the URL 'http://epage.doe.nv.gov' and states: 'You have used 85 character(s). The maximum number of characters available is 2500.' The 'OK' button in the pop-up is also circled in purple.

Once the **Mission Statement** and **Needs Assessment** are complete, you are ready to enter **Goals**.

Click **Goals**. You will be taken to the **Goals Overview** page.  
Click the red link to **Add Goal**.

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

Home » Planning Tool »

St. Viator

Goals Overview

Fiscal Year - 2008

Status Needs **Goals** Objectives Action Steps

Section Complete? ☐ Yes ☒ No

☐ G - Goal ☐ O - Objective ☐ AS - Action Step

You have not yet defined any goals for your plan.

[Add Goal](#)

Second, Click

You will be taken to the **Insert Goal** page.  
You may either type in your own **Goal Title**, **Goal Description** and **Performance Measures**, OR you may Click **View Recommended Goal**. This will populate the page with information stored in ePAGE.  
Click **Save**

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

St. Viator School (46)

Insert Goal

Status Needs **Goals**

View Recommended Goal:

English Language Acquisition

Goal Title

English Language Acquisition

Goal Description

All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

Count Characters

Performance Measures

The percentage of limited English proficient students, making progress toward achieving proficient level on the State's English Language Proficiency Assessment (ELPA). The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1. The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 2.1.

Count Characters

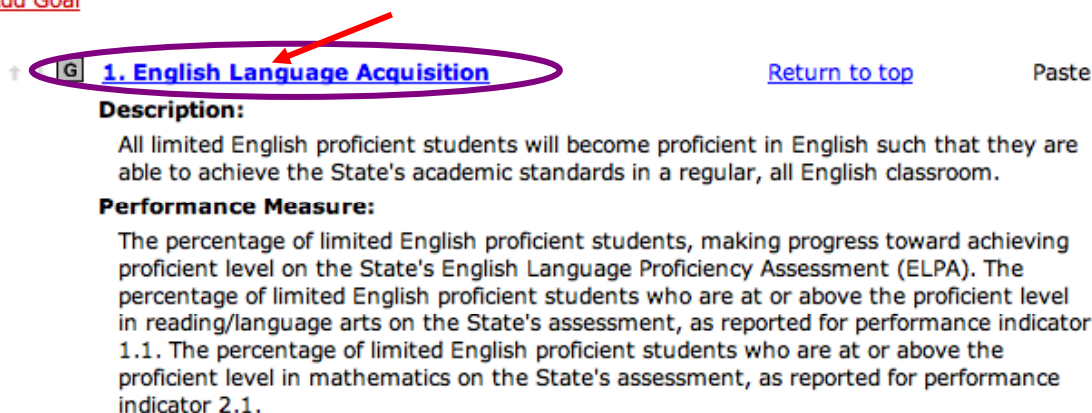
Spell Check

Second, Click

You will notice the **Goals Overview** page has been populated with the Goal.

As in other areas of the Planning Tool, you may edit this goal by Clicking the blue link, in this instance, **1. English Language Acquisition**.

[Add Goal](#)

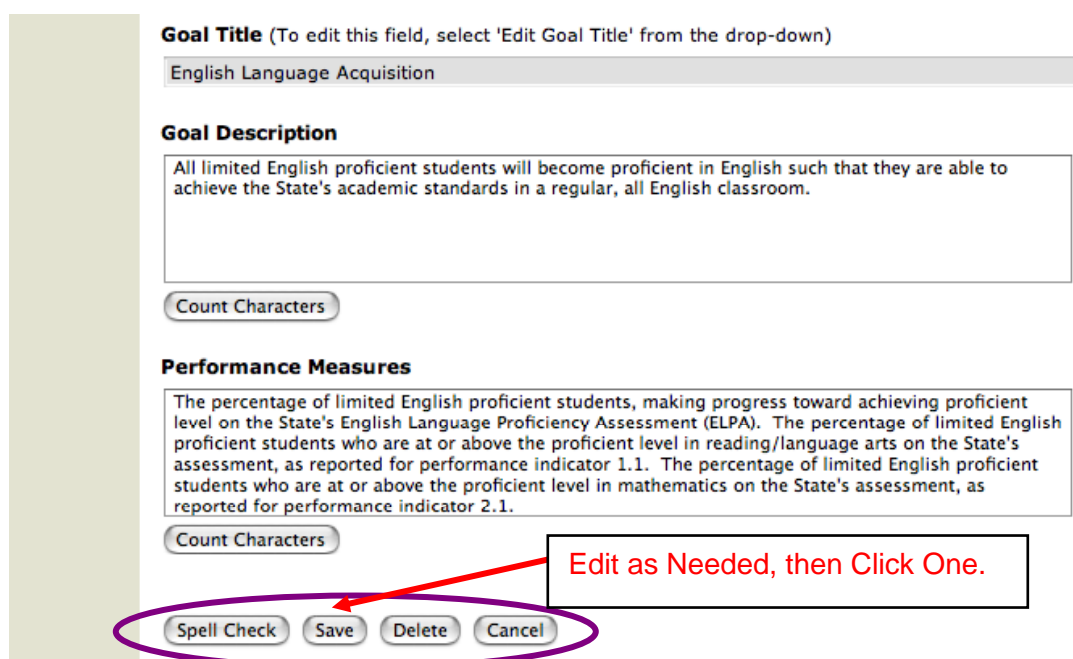


**1. English Language Acquisition** [Return to top](#) [Paste](#)

**Description:**  
All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

**Performance Measure:**  
The percentage of limited English proficient students, making progress toward achieving proficient level on the State's English Language Proficiency Assessment (ELPA). The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1. The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 2.1.

Scroll towards the bottom of the page, where you will notice you can run **Spell Check**, **Save** changes after editing, **Delete** the goal if desired, or **Cancel** to go back to the prior page.



**Goal Title** (To edit this field, select 'Edit Goal Title' from the drop-down)  
English Language Acquisition

**Goal Description**  
All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

**Performance Measures**  
The percentage of limited English proficient students, making progress toward achieving proficient level on the State's English Language Proficiency Assessment (ELPA). The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1. The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 2.1.

[Count Characters](#)

[Count Characters](#)

[Spell Check](#) [Save](#) [Delete](#) [Cancel](#)

Edit as Needed, then Click One.

Notice the page reads "You have not yet defined any Fiscal Resources."

Click the red link **Add Fiscal Resource**

[Search School Districts](#)  
[Admin Tools](#)  
[Edit User Info](#)  
[Doc Library](#)  
[Contact NDE](#)  
[Logout](#)  
[Planning Tool](#)  
[Action Step Bank](#)  
[Funding Applications](#)  
[Address Book](#)  
[Help](#)

## Goals Overview

[St. Viator School \(46\)](#) Fiscal Year - 2008

**Status** **Needs** **Goals** **Objectives** **Action Steps**

Section Complete? ☐ Yes ☒ No

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**Current Goals: (Click on Goal Title to be taken directly to Additional Details)**

[1. English Language Acquisition](#)

---

**G** - Goal

**O** - Objective

**AS** - Action Step

[Add Goal](#)

↑ ↓ **G**

[1. English Language Acquisition](#)

[Return to top](#) Paste

**Description:**  
All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

**Performance Measure:**  
The percentage of limited English proficient students, making progress toward achieving proficient level on the State's English Language Proficiency Assessment (ELPA). The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1. The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 2.1.

**Fiscal Resources:**

[Add Fiscal Resource](#)

**You have not yet defined any Fiscal Resources.**

[Add Objective](#)

You will be taken to the **Insert Fiscal Resources** page.

Click to select the appropriate **Funding Application**.  
 Click to Select the appropriate **Programs** (Grants).  
 Type **Notes**, if desired.  
 Enter **Dollar Amounts** for the fiscal year.  
 Click **Save**.

**Insert Fiscal Resources**

St. Viator School (46) Fiscal Year - 2008

Status Needs **Goals** Objectives Action Steps

Goal: English Language Acquisition

Funding Application: Consolidated Application

Programs: LEP, Title III

Notes: Per Direction of Superintendent

07	2008	2009	2010	2011	2012
	50,000.00				

Spell Check Save Cancel

First, Click & Select as Needed

Second, Enter Dollar Amount

Third, Click Save

You will notice the **Fiscal Resource** has been added.

Repeat the process to add a new **Fiscal Resource**, as needed.

Edit by Clicking the blue link for the appropriate **Program** in the **Fiscal Resources** section.

\*\*\* See the **Funding Applications** section for information on how the **Fiscal Resources** in the **Planning Tool** works with **Funding Applications** \*\*\*

The next step is to add an **Objective**.

(You will notice in the example below the information in the **Planning Tool** continues to grow.)

Click the red link **Add Objective**.

[Add Goal](#)

↑ ↓  **1. English Language Acquisition**

[Return to top](#)

Paste

**Description:**


All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

**Performance Measure:**

The percentage of limited English proficient students, making progress toward achieving proficient level on the State's English Language Proficiency Assessment (ELPA). The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1. The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 2.1.

**Fiscal Resources:**

[Add Fiscal Resource](#)

Consolidated Application							
Program	Notes	2007	2008	2009	2010	2011	2012
<a href="#">LEP, Title III</a>			50,000.00				
<b>Subtotal</b>		.00	50,000.00	.00	.00	.00	.00
		<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Grand Total</b>		.00	50,000.00	.00	.00	.00	.00

[Add Objective](#)

You will be taken to the **Insert Objective** page.

This page is filled out in the same manner as the **Goals Overview** page. For further information, refer to the **Goals Overview** page.

See the following example:

You may either type in your own **Objective Title, Estimated Cost (Optional)** and **Objective Descriptions**, OR you may Click **View Recommended Objective**. This will populate the page with information stored in ePAGE. Click **Save**

The screenshot shows the 'Insert Objective' form in a web application. On the left is a sidebar menu with items: Search School Districts, Admin Tools, Edit User Info, Doc Library, Contact NDE, Logout, Planning Tool, Action Step Bank, Funding Applications, Address Book, and Help. The main content area has a title 'Insert Objective' and a link 'St. Viator School (46)'. A 'Fiscal Year - 2008' label is in the top right. Below the title is a tabbed interface with 'Status', 'Needs', 'Goals', 'Objectives', and 'Action Steps'. The 'Objectives' tab is active. The 'Goal' is 'English Language Acquisition'. Below this is a 'View Recommended Objective:' section with a dropdown menu showing 'Comprehensive Family Literacy Services'. A red box with an arrow points to the dropdown arrow, containing the text: 'First, Populate These 3 Areas; OR; Click **View Recommended Goal**, then Click One.' Below the dropdown are three fields: 'Objective Title' (containing 'Comprehensive Family Literacy Services'), 'Estimated Cost (Optional)', and 'Objective Description' (containing a paragraph about adult education, early childhood education, parenting education, and parent/child time). A 'Count Characters' button is below the description. At the bottom are 'Spell Check', 'Save', and 'Cancel' buttons. A blue box with an arrow points to the 'Save' button, containing the text: 'Second, Click'.

**Insert Objective**

St. Viator School (46) Fiscal Year - 2008

Status Needs Goals **Objectives** Action Steps

**Goal:** English Language Acquisition

View Recommended Objective:

Comprehensive Family Literacy Services

**Objective Title**

Comprehensive Family Literacy Services

**Estimated Cost (Optional)**

**Objective Description**

Provide the four components of adult education, early childhood education, parenting education, and parent/child time together in an intense, holistic program for families living in poverty with adults who need literacy skill enhancement and have children ages birth to eight.

Count Characters

Spell Check **Save** Cancel


First, Populate These 3 Areas; OR; Click **View Recommended Goal**, then Click One.

Second, Click

The next step is to add an **Action Step**.  
Click the red link **Add Action Step**.

**Fiscal Resources:**

[Add Fiscal Resource](#)

Consolidated Application							
Program	Notes	2007	2008	2009	2010	2011	2012
<a href="#">LEP, Title III</a>			50,000.00				
<b>Subtotal</b>		.00	50,000.00	.00	.00	.00	.00
		2007	2008	2009	2010	2011	2012
<b>Grand Total</b>		.00	50,000.00	.00	.00	.00	.00

**Total Estimated Cost:** \$0

[Add Objective](#)

↑ ↓ 0 [1.1. Comprehensive Family Literacy Services](#)

[Copy](#) [Paste](#)

[Add Action Step](#)

You will be taken to the **Insert Action Step** page.  
Fill out as appropriate.  
Scroll down and Click **Save**. If desired, you may proceed as follows.

[Search School Districts](#)  
[Admin Tools](#)  
[Edit User Info](#)  
[Doc Library](#)  
[Contact NDE](#)  
[Logout](#)  
[Planning Tool](#)  
[Action Step Bank](#)  
[Funding Applications](#)  
[Address Book](#)  
[Help](#)

### Insert Action Step

[St. Viator School \(46\)](#) Fiscal Year - 2008

Status	Needs	Goals	Objectives	Action Steps
<p><b>Goal:</b> English Language Acquisition  <b>Objective:</b> Comprehensive Family Literacy Services</p> <hr/> <p>View Recommended Action Step:  <i>No recommended action steps are available.</i></p> <hr/> <p><b>Action Step Title</b>  Professional Development/ELL Workshop</p> <hr/> <p><b>Action Step Description</b>  Professional consultants to train teachers of English Language Learners in dual language, immersion and other strategies</p> <hr/> <p><b>Benchmark Indicator (Optional)</b>  N/A</p> <hr/> <p><input type="checkbox"/> Add to Action Step Bank</p> <hr/> <p><b>Action Step/Program Relationship(s):</b>  To associate a particular program (or grant) to this action step, click on the link below.  <a href="#">Add Action Step/Program Relationship</a></p>				

You will notice the checkbox **Add to Action Step Bank**.

Checking this box will put the newly created **Action Step** in the **Action Step Bank**. See the **Action Step Bank** section for further information.

Click **Save**

You will also notice a red link **Add Action Step / Program Relationships**. Click.

**Benchmark Indicator (Optional)**

N/A

☒ **Add to Action Step Bank**

**Action Step/Program Relationship(s):**  
To associate a particular program (or grant) to this action step, click on the link below.

[Add Action Step/Program Relationship](#)

Second, Click

Spell Check Save Cancel

First, Optional: See **Action Step Bank** section for further information.

Third, Click to add the Relationship Between the Planning Tool & Funding Applications

You will be taken to the **Insert Action Step / Program Relationship** page.

Click **Funding Application**, then make a selection.

Click **Programs**, then Click a selection.

**Insert Action Step/Program Relationship**

St. Viator School (46)

Fiscal Year - 2008

Status Needs Goals Objectives **Action Steps**

**Action Step Title:** Professional Development ELL Workshop

**Funding Application:** Consolidated Application

**Programs:** Delinquent, Title I-D

First, Click & Select as Needed

Second, Click

Save Cancel

Click **Save**

The **Insert Action Step** page has become the **Edit / Delete Action Step** page. See the following example (only the lower area of the page is displayed).

Notice the **Action Step / Program Relationship** created in the last step is now displayed.

The screenshot shows a web interface for editing an action step. At the top, there is a section titled "Benchmark Indicator (Optional)" with a text input field containing "N/A". Below this is a section titled "Action Step/Program Relationship(s):" with a descriptive paragraph. Underneath, there is a red link "Add Action Step/Program Relationship" and a blue link "Delinquent, Title I-D". A red arrow points from a box labeled "Notice the Relationship has been Added" to the blue link. At the bottom, there are four buttons: "Spell Check", "Save", "Delete", and "Cancel". A blue arrow points from a box labeled "Second, Click" to the "Save" button.

**Benchmark Indicator (Optional)**

N/A

---

**Action Step/Program Relationship(s):**  
To associate a particular program (or grant) to this action step, click on the link below. To delete a current relationship, click on the program (or grant) name.

[Add Action Step/Program Relationship](#)  
[Delinquent, Title I-D](#)

Notice the Relationship has been Added

---

Spell Check Save Delete Cancel

Second, Click

Click **Save** when done.

You will be taken to the **Action Steps Overview** page. Notice the **Action Step** towards the bottom.

[Search School Districts](#)  
[Admin Tools](#)  
[Edit User Info](#)  
[Doc Library](#)  
[Contact NDE](#)  
[Logout](#)  
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[Address Book](#)  
[Help](#)

## Action Steps Overview

[St. Viator School \(46\)](#) Fiscal Year - 2008

Status

Needs

Goals

Objectives

**Action Steps**

Section Complete? ☐ Yes ☒ No

---

**Current Goals: (Click on Goal Title to be taken directly to Additional Details)**

[1. English Language Acquisition](#)

---

☐ - Goal

☐ - Objective

☒ - Action Step

[Add Goal](#)

↑ ↓ ☒ [1. English Language Acquisition](#) [Return to top](#) [Paste](#)

[Add Objective](#)

↑ ↓ ☐ [1.1. Comprehensive Family Literacy Services](#) [Copy](#) [Paste](#)

[Add Action Step](#)

↑ ↓ ☒ [1.1.1. Professional Development ELL Workshop](#) [Copy](#)

**Description:**  
Professional consultants to train teachers of English Language Learners in dual language, immersion and other strategies.  
**Benchmark Indicator:**  
N/A  
**ActionStep/Program Relationship(s):**  
Delinquent, Title I-D

Notice the Action Step / Program Relationship is now Displayed

Continue to work on this section, adding & editing (and if necessary, deleting) **Goals**, **Fiscal Resources**, **Objectives**, and **Action Steps** as needed.

When done, change **Section Complete?** to **Yes**, as follows:

Click **Goals**

Click **Yes** next to **Section Complete?**

Click **Save**

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

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Home » Planning Tool »

St. Viator School (46)

Fiscal Year - 2008

Goals Overview

Status Needs **Goals** Objectives Action Steps

Section Complete? ☒ Yes ☐ No

Second, Click

First, Click

Third, Click

Current Goals: (Click on Goal Title to be taken directly to Additional Details)

[1. English Language Acquisition](#)

- Goal  - Objective  - Action Step

[Add Goal](#)

↑ ↓  [1. English Language Acquisition](#) [Return to top](#) [Paste](#)

You will notice the status of all Requirements is now **Section Complete**

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

School District/Agency Plan Overview

St. Viator School (46)

Fiscal Year - 2008

Fiscal Year	School District Improvement Status
2008	Not Available
2007	Not Available

Status Needs Goals Objectives Action Steps

Requirement

[Mission Statement](#)

[Needs Assessment](#)

[Goals](#)

[Objectives](#)

[Action Steps](#)

[Fiscal Resources](#)

Notice all Requirements are now Complete.

Status

Complete

Complete

Complete

[Printable Version of School District/Agency Plan](#)

[View School District/Agency Plan Archives](#)

[View All School Plan Action Steps](#)

Lastly, you may Click any of the 3 blue links below the Requirements to:

***Print School District / Agency Plan***

***View School District Agency Plan Archives*** (prior plans in Applications)

***View All School District Action Steps***

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

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Help

Home » Planning Tool »

### School District/Agency Plan Overview

St. Viator School (46)

Fiscal Year - 2008

Fiscal Year	School District Improvement Status
2008	Not Available
2007	Not Available

Status	Needs	Goals	Objectives	Action Steps
<b>Requirement</b>				
<b>Status</b>				
<a href="#">Mission Statement</a> Complete				
<a href="#">Needs Assessment</a> Complete				
<a href="#">Goals</a> Complete				
<a href="#">Objectives</a>				
<a href="#">Action Steps</a>				
<a href="#">Fiscal Resources</a>				

[Printable Version of School District/Agency Plan](#)

[View School District/Agency Plan Archives](#)

[View All School Plan Action Steps](#)

Click as Needed

At this point, you are done with the ***School District / Agency Plan***.

The next time you go to **Funding Applications**, you will be able to view the relationship created with the **Add Action Step / Program Relationship** process.

Click **Funding Applications**

Click the appropriate **Application**

Click the blue link for the appropriate **Program**

The following example is towards the bottom of the **Funding Application, Spending Plan** for this program.

Indirect Costs						.00	.00
TOTAL	.00	.00	77,104.00	.00	.00	.00	77,104.00
Adjusted Allocation							77,104.00
Remaining							.00

[Plus/Minus Sheet](#)

**SCHOOL DISTRICT PLAN GOALS: (\$77,104 Related by Fiscal Resource)**

[Climate and Culture \(\\$38,552\)](#)

[Learning Opportunities \(\\$38,552\)](#)

[School District Plan Goals](#)

**SCHOOL DISTRICT PLAN ACTION STEPS:**

[Professional Development ELL Workshop](#)

Notice the Relationship is Shown on the **Funding Application** for this Program

<< Save >>

The next step is to complete the **School District Improvement Plan Requirements** section.

## School District Improvement Plan Requirements:

Click **Planning Tool**

Click the blue link **School District Improvement Plan Requirements**

The screenshot shows the 'Planning Tool' interface. On the left is a sidebar with a menu including 'ePAGE Home', 'Search School Districts', 'Doc Library', 'Contact NDE', 'Login', 'Planning Tool' (circled in purple with a red arrow pointing to it), 'Funding Applications', 'Address Book', and 'Help'. Below the sidebar, a red box labeled 'First, Click' points to the 'Planning Tool' link. A blue box labeled 'Second, Click' points to the 'School District Improvement Plan Requirements' link, which is also circled in purple. The main content area shows the breadcrumb 'Home >> Planning Tool >>', the title 'Planning Tool', and the location 'Washoe County SD (16)'. It includes a 'Select Fiscal Year' dropdown set to '2008' and a legend for 'G - Goal', 'O - Objective', and 'AS - Action Step'. Below this is a 'Select School' dropdown. Underneath, there are three boxes: 'School District/Agency Plan' (containing links for G, O, and AS), 'School Plan' (containing a link for AS), and 'School Improvement Plan Requirements' (containing a link for AS). The 'School District/Agency Plan' box is circled in purple, and a blue arrow points from the 'Second, Click' box to the 'School District Improvement Plan Requirements' link within it.

You will be taken to the **School District Improvement Plan** page.

You will notice the status of these items is Incomplete.

Complete this section in order, by first Clicking the blue link, **Needs Assessment**.

The screenshot shows the 'School District Improvement Plan' page for 'St. Viator School (46)' for the 'Fiscal Year - 2008'. The page has a sidebar with a menu including 'ePAGE Home', 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool', 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. The main content area has a title 'School District Improvement Plan' and a breadcrumb 'Home >> Planning Tool >>'. Below the title is a table with two columns: 'Plan Additions' and 'Status'. The table lists 'Required Items' and 'Required Components (Objective Level)'. The 'Required Items' section includes 'Needs Assessment' (circled in purple with a red arrow pointing to it) and 'Technical Assistance/Assistance Expectations'. The 'Required Components (Objective Level)' section includes several items, all with a status of 'Incomplete'. The 'Optional Components (Objective Level)' section includes 'Before/after/summer school activities if appropriate' with a status of 'Incomplete'. At the bottom of the page is a link for 'Printable Version of School District Improvement Plan'.

Plan Additions	Status
<b>Required Items:</b>	
<a href="#">Needs Assessment</a>	Incomplete
<a href="#">Technical Assistance/Assistance Expectations</a>	Incomplete
<b>Required Components (Objective Level):</b>	
<a href="#">Address priorities to strengthen the core academic program</a>	Incomplete
<a href="#">High quality professional development of instructional staff</a>	Incomplete
<a href="#">Address teaching and learning needs related to academic problems of low achieving students</a>	Incomplete
<a href="#">Promote effective parental involvement</a>	Incomplete
<a href="#">Address School District Improvement (Adequate Yearly Progress) issues</a>	Incomplete
<b>Optional Components (Objective Level):</b>	
<a href="#">Before/after/summer school activities if appropriate</a>	Incomplete

[Printable Version of School District Improvement Plan](#)

You will be taken to the ***Certify Needs Assessment*** page.

Click **Yes**

Click **Save**

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book

Help

Home >> Planning Tool >>

### Certify Needs Assessment

St. Viator School (46)

Fiscal Year - 2008

Needs Assessment (Complete)

After school programs. Remediation in math. Tutoring for English Language Learners.

Are the results of statewide assessments included in the Needs Assessment? ☒ Yes ☐ No

Save Cancel

First, Click

Second, Click

You will be taken back to the ***School District Improvement Plan*** page.

Click the blue link ***Technical Assistance / Assistance Expectations***.

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

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Funding Applications

Address Book

Help

Home >> Planning Tool >>

### School District Improvement Plan

St. Viator School

2008

Plan Additions	Status
<b>Required Items:</b>	
<a href="#">Needs Assessment</a>	Complete
<a href="#">Technical Assistance/Assistance Expectations</a>	Incomplete
<b>Required Components (Objective Level):</b>	
<a href="#">Address priorities to strengthen the core acad</a>	Incomplete
<a href="#">High quality professional development of inst</a>	Incomplete
<a href="#">Address teaching and learning needs related to academic problems of low achieving students</a>	Incomplete
<a href="#">Promote effective parental involvement</a>	Incomplete
<a href="#">Address School District Improvement (Adequate Yearly Progress) issues</a>	Incomplete

First, Notice **Needs Assessment** is now Complete

Second, Click

You will be taken to the **Edit Assistance Expectations** page.  
Complete this page in a similar fashion as other sections above.

Type your response.

Click **Yes**

Click **Save**

The screenshot shows the 'Edit Assistance Expectations' page for St. Viator School (46). The page has a left sidebar with navigation links and a main content area. The main content area has a title 'Edit Assistance Expectations' and a breadcrumb 'Home > Planning Tool >'. Below the title is a link 'St. Viator School (46)'. The main text area contains the instruction 'Specify the responsibilities of the school district and the specific technical assistance the school district will provide.' followed by a text box with the text 'The District will provide centralized data collection and evaluation services. Technical assistance in the form of budget assistance, program assistance and research will be provided.' A red arrow points to this text box with the annotation 'First, Type in This Area'. Below the text box are buttons for 'Count Characters', 'Section Complete' (with 'Yes' selected), and 'Spell Check'. A blue arrow points to the 'Yes' button with the annotation 'Second, Click'. Below these buttons are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button with the annotation 'Third, Click'.

You will again be taken to the **School District Improvement Plan** page.

Click the next blue link, **Address Priorities to Strengthen ...**

The screenshot shows the 'School District Improvement Plan' page for St. Viator School (46). The page has a left sidebar with navigation links and a main content area. The main content area has a title 'School District Improvement Plan' and a breadcrumb 'Home > Planning Tool >'. Below the title is a link 'St. Viator School (46)' and a 'Fiscal Year - 2008' label. The main content area contains a table with two columns: 'Plan Additions' and 'Status'. The table is divided into three sections: 'Required Items:', 'Required Components (Objective Level):', and 'Optional Components (Objective Level):'. The 'Required Items' section has two rows: 'Needs Assessment' (Complete) and 'Technical Assistance/Assistance Expectations' (Complete). The 'Required Components (Objective Level)' section has five rows: 'Address priorities to strengthen the core academic program' (Incomplete), 'High quality professional development of instructional staff' (Incomplete), 'Address teaching and learning needs related to academic problems of low achieving students' (Incomplete), 'Promote effective parental involvement' (Incomplete), and 'Address School District Improvement (Adequate Yearly Progress) issues' (Incomplete). The 'Optional Components (Objective Level)' section has one row: 'Before/after/summer school activities if appropriate' (Incomplete). A red arrow points to the first row of the 'Required Components' section with the annotation 'Address priorities to strengthen the core academic program'.

Plan Additions	Status
<b>Required Items:</b>	
<a href="#">Needs Assessment</a>	Complete
<a href="#">Technical Assistance/Assistance Expectations</a>	Complete
<b>Required Components (Objective Level):</b>	
<a href="#">Address priorities to strengthen the core academic program</a>	Incomplete
<a href="#">High quality professional development of instructional staff</a>	Incomplete
<a href="#">Address teaching and learning needs related to academic problems of low achieving students</a>	Incomplete
<a href="#">Promote effective parental involvement</a>	Incomplete
<a href="#">Address School District Improvement (Adequate Yearly Progress) issues</a>	Incomplete
<b>Optional Components (Objective Level):</b>	
<a href="#">Before/after/summer school activities if appropriate</a>	Incomplete

[Printable Version of School District Improvement Plan](#)

You will be taken to the ***School District Improvement Plan Item Certification*** page.

Click the box next to each ***Objective***

Click **Save**

The screenshot shows the 'School District Improvement Plan Item Certification' page for St. Viator School (46) for the Fiscal Year 2008. On the left is a sidebar with navigation links: Search School Districts, Admin Tools, Edit User Info, Doc Library, Contact NDE, Logout, Planning Tool, Action Step Bank, Funding Applications, Address Book, and Help. The main content area has a header with the school name and fiscal year. Below this is a tabbed interface with 'G - Goal', 'O - Objective', and 'AS - Action Step'. The 'O - Objective' tab is active. A blue box labeled 'Second, Click' points to the 'Save' button in the top left. Below the tabs, the 'Improvement Plan Objective' section is visible, followed by a 'Requirement' section. The 'Current Goals' section lists two goals: '1. English Language Acquisition' and '2. Mathematics'. Below these, the details for '1. English Language Acquisition' are shown, including a sub-section '1.1. Comprehensive Family Literacy Services' which is selected with a checkbox. A red box labeled 'First, Click' points to this checkbox. The 'Description' and 'Estimated Cost' fields are also visible for this objective.

**School District Improvement Plan Item Certification**

St. Viator School (46) Fiscal Year - 2008

☒ G - Goal ☒ O - Objective ☐ AS - Action Step

**Save** **Cancel**

**Improvement Plan Objective:**  
Address priorities to strengthen the core academic program

**Requirement:**  
Use scientifically based research to strengthen the core academic program, meet Adequate Yearly Progress, provide an enriched and accelerated curriculum, and if appropriate extend learning time.

**Current Goals: (Click on Goal Title to be taken directly to Additional Details)**

[1. English Language Acquisition](#)

[2. Mathematics](#)

**G 1. English Language Acquisition** [Return to top](#)

[Add As New Objective](#)

☒ **1.1. Comprehensive Family Literacy Services**

**Description:**  
Provide the four components of adult education, early childhood education, parenting education, and parent/child time together in an intense, holistic program for families living in poverty with adults who need literacy skill enhancement and have children ages birth to eight.

**Estimated Cost:** \$0

**G 2. Mathematics** [Return to top](#)

[Add As New Objective](#)

☒ **2.1. Prevention/Intervention (Reading & Mathematics)**

**Description:**

You are again be taken to the ***School District Improvement Plan*** page.

Some of the areas that follow contain red links instead of blue links.

Repeat the processes in this section until all ***Required Items, Required Components*** and ***Optional Components*** (if desired) are completed.

When done, all **Required Items** and **Required Components** will be in Complete status. Optional Components can be Complete, Incomplete or Not Applicable.

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

Funding Applications

Address Book







Help

Home » Planning Tool »

School District Improvement Plan

St. Viator School (46)

Fiscal Year - 2008

Plan Additions	Status
<b>Required Items:</b>	
<a href="#">Needs Assessment</a>	Complete
<a href="#">Technical Assistance/Assistance Expectations</a>	Complete
<b>Required Components (Objective Level):</b>	
 <a href="#">Address priorities to strengthen the core academic program</a>	Complete
 <a href="#">High quality professional development of instructional staff</a>	Complete
 <a href="#">Address teaching and learning needs related to academic problems of low achieving students</a>	Complete
 <a href="#">Promote effective parental involvement</a>	Complete
 <a href="#">Address School District Improvement (Adequate Yearly Progress) issues</a>	Complete
<b>Optional Components (Objective Level):</b>	
 <a href="#">Before/after/summer school activities if appropriate</a>	Not Applicable

[Printable Version of School District Improvement Plan](#)

At this point, the **School District Improvement Plan Requirements** are complete.

The next step is to go to the **School Plan**, as applicable.

## School Plan:

Click **Planning Tool**

Click **Select School**

**ePAGE Home**  
Search School Districts  
Admin Tools  
Edit User Info  
Doc Library  
Contact NDE  
Logout  
**Planning Tool**  
Action Step Bank  
Funding Applications  
Address Book  
Help

Home » [Planning Tool](#) »

### Planning Tool

[Washoe County SD \(16\)](#) Fiscal Year - 2008

Select Fiscal Year: 2008 [Create School District/Agency Plan for Fiscal Year 2009](#)

**Select School:**

[School District/Agency Plan](#) [G] [O] [AS]  
↓  
[School District Improvement Plan Requirements](#) [O]

[School Plan](#) [AS]  
↓  
[School Improvement Plan Requirements](#) [AS]   [Schoolwide Plan Requirements](#) [AS]

First, Click

Second, Click

Click a school from the resulting menu.

**Search School Districts**  
Admin Tools  
Edit User Info  
Doc Library  
Contact NDE  
Logout  
**Planning Tool**  
Action Step Bank  
Funding Applications  
Address Book  
Help

[Washoe County SD \(16\)](#) Fiscal Year - 2008

Select Fiscal Year: 2008 [Create School District/Agency Plan for Fiscal Year 2009](#)

**Select School:**

[School District/Agency Plan](#) [G] [O] [AS]  
↓  
[School District Improvement Plan Requirements](#) [O]

016-608 - Academy For Career Education Charter  
016-266 - Allen, Lois Elementary School  
016-201 - Anderson Elementary School  
016-278 - Bailey Charter Elementary  
016-271 - Beasley, Bud Elementary School  
**016-207 - Beck, Jessie Elementary School**  
016-275 - Bennett, Ester Elementary School  
016-310 - Billingshurst, B D Middle School  
116-709 - Bishop Manogue High School  
016-208 - Booth, Libby C Elementary School  
216-855 - Brookfield School  
016-229 - Brown Elementary School  
016-214 - Cannan, Rita Elementary School  
016-261 - Caughlin Ranch Elementary School

\*\*\* In order to work in **School Plan**, **School Improvement Plan** or **Schoolwide Plan Requirements**, a school must be selected. If not, you will receive a pop up message stating “Please select a school from the drop down above”. \*\*\*

★ ePAGE Home

[Search School Districts](#)

[Admin Tools](#)

[Edit User Info](#)

[Doc Library](#)

[Contact NDE](#)

[Logout](#)

[Planning Tool](#)

[Action Step Bank](#)

[Funding Applications](#)

[Address Book](#)

[Help](#)

Home >> Planning Tool >>

### Planning Tool

Fiscal Year - 2008

[St. Viator School \(46\)](#)

Select Fiscal Year: 2008 [Create School District/Agency Plan for Fiscal Year 2009](#)

G - Goal      O - Objective      AS - Action Step

**Select School:**

102-836 - St. Viator School

[School District/Agency Plan](#) G O AS

Second, Click

[School District Improvement Plan Requirements](#) O

[School Plan](#) AS

[School Improvement Plan Requirements](#) AS

[Schoolwide Plan Requirements](#) AS

First, Verify you have Clicked a School

You will be taken to the **School Plan Status** page. Notice status is Incomplete. Select **School Action Steps** at either the blue link or the grey menu.

[Search School Districts](#)

[Admin Tools](#)

[Edit User Info](#)

[Doc Library](#)

[Contact NDE](#)

[Logout](#)

[Planning Tool](#)

[Action Step Bank](#)

[Funding Applications](#)

[Address Book](#)

[Help](#)

### School Plan Status - St. Viator School

Fiscal Year - 2008

[St. Viator School \(46\)](#)

Fiscal Year	School Improvement Status
2008	OK
2007	Not Available

Status
School Action Steps

Requirement	Status
<a href="#">School Action Steps</a>	Incomplete

[Printable Version of School Plan](#)  
[View School Plan Archives](#)

First, Click in Either Area

You will be taken to the **School Action Steps** page.

Click **Add Action Steps**. Fill out as appropriate, with similar methods used at the district level above.

**School Action Steps - St. Viator School**

St. Viator School (46) Fiscal Year - 2008

Status School Action Steps

View All

Section Complete? ☒ Yes ☐ No Save

Current Goals: (Click on Goal Title to be taken directly to Additional Details)

[1. English Language Acquisition](#)

[2. Mathematics](#)

G - Goal O - Objective AS - Action Step

G 1. English Language Acquisition [Return to top](#)

O 1.1. Comprehensive Family Literacy Services [Paste](#)

[Add Action Step](#)

You will be taken to the **Insert School Action Step** page.

Either Click **View Recommended Action Step**, or create a new **Action Step**

**Insert School Action Step - St. Viator School**

St. Viator School (46) Fiscal Year - 2008

Status School Action Steps

**Goal:** English Language Acquisition  
All limited English proficient students will become proficient in English such that they are able to achieve the State's academic standards in a regular, all English classroom.

**Objective:** Comprehensive Family Literacy Services  
Provide the four components of adult education, early childhood education, parenting education, and parent/child time together in an intense, holistic program for families living in poverty with adults who need literacy skill enhancement and have children ages birth to eight.

View Recommended Action Step:

Hire ELL Aides  
Math Night  
Math Workshop  
Professional Development  
ELL Workshop

**Action Step Title**

**Action Step Description**

Either Click in **View Recommended Action Steps** (populated from District Action Steps), or Type a new Action Step

At this point the **School Plan** status is complete.

★ ePAGE Home

Search School Districts

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Help

Home » Planning Tool »

School Plan Status - St. Viator School

[St. Viator School \(46\)](#)

Fiscal Year - 2008

Fiscal Year	School Improvement Status
2008	OK
2007	Not Available

Status

School Action Steps

Requirement	Status
<a href="#">School Action Steps</a>	Complete

[Printable Version of School Plan](#)

[View School Plan Archives](#)

The next step is **School Improvement Plan Requirements**.

## School Improvement Plan Requirements:

Click **Planning Tool**

Click **Select School**

The screenshot shows the 'Planning Tool' interface. On the left is a sidebar with a menu including 'ePAGE Home', 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool' (circled in red with an arrow pointing to it), 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. A red box labeled 'First, Click' points to the 'Planning Tool' menu item. The main content area has a breadcrumb trail 'Home >> Planning Tool >>'. Below this is 'Washoe County SD (16)' and 'Fiscal Year - 2008'. A 'Select Fiscal Year:' dropdown is set to '2008', with a link 'Create School District/Agency Plan for Fiscal Year 2009' next to it. A legend shows 'G' for Goal, 'O' for Objective, and 'AS' for Action Step. Under 'Select School:', there are three options: 'School District/Agency Plan' (with G, O, AS icons), 'School Plan' (with AS icon), and 'Schoolwide Plan' (with AS icon). A blue box labeled 'Second, Click' points to a dropdown arrow on the 'School Plan' option. Below these options are three boxes: 'School District Improvement Plan Requirements' (with O icon), 'School Improvement Plan Requirements' (with AS icon), and 'Schoolwide Plan Requirements' (with AS icon).

Click a school from the resulting menu.

This screenshot shows the 'Planning Tool' interface with a dropdown menu open for 'Select School:'. The dropdown lists various schools, with '016-207 - Beck, Jessie Elementary School' circled in red. A red arrow points from the 'School Plan' option in the previous screenshot to this dropdown. The sidebar on the left is the same as in the first screenshot. The main content area shows the 'Select Fiscal Year:' dropdown set to '2008' and the 'Create School District/Agency Plan for Fiscal Year 2009' link. The legend for G, O, and AS icons is also present. Below the 'Select School:' dropdown, the 'School District/Agency Plan' option is visible, which leads to the 'School District Improvement Plan Requirements' box.

\*\*\* In order to work in **School Plan**, **School Improvement Plan** or **Schoolwide Plan Requirements**, a school must be selected. If not, you will receive a pop up message stating “Please select a school from the drop down above”. \*\*\*

**Planning Tool**

Home >> Planning Tool >>

St. Viator School (46)

Fiscal Year - 2008

Select Fiscal Year: 2008 Create School District/Agency Plan for Fiscal Year 2009

G - Goal O - Objective AS - Action Step

Select School:

102-836 - St. Viator School

School District/Agency Plan G O AS

School Plan AS

School District Improvement Plan Requirements O

School Improvement Plan Requirements AS

Schoolwide Plan Requirements AS

Second, Click

First, Verify you have Clicked a School

You will be taken to the **School Improvement Plan** page for this school. Notice status is Incomplete. Click the blue link for **Technical Assistance / Assistance Expectations**.

**School Improvement Plan - St. Viator School**

St. Viator School (46)

Fiscal Year - 2008

Required Needs Assessment:  
Written documentation of the school needs that caused School Improvement status must be on file in the school.

Plan Additions	Status
Required Items: <a href="#">Technical Assistance/Assistance Expectations</a>	Incomplete
<b>Required Components (Action Step Level):</b>	
Teacher mentoring program	Incomplete
Meaningful parental involvement (parents, community, and others)	Incomplete
Policies/practices to strengthen the core academic subjects and address instructional School Improvement issues	Incomplete
High quality and continuous professional development for teachers and staff	Incomplete
Parent Notification of the School Improvement status	Incomplete
Annual evaluation (required only for schools requesting SI or CSR funding)	Incomplete
School reform that supports and is supported by teachers, principals, administrators, and other staff	Incomplete
<b>Optional Components (Action Step Level):</b>	
Before/after/summer school program	Incomplete

Printable Version of School Improvement Plan

Second, Click

First, Notice Status of Each

Click each subsequent blue link, completing in a similar fashion to other areas in this section.

At this point, the ***School Improvement Plan*** (School Level) is complete.

[Search School Districts](#)

[Admin Tools](#)

[Edit User Info](#)

[Doc Library](#)

[Contact NDE](#)

[Logout](#)

[Planning Tool](#)

[Action Step Bank](#)

[Funding Applications](#)

[Address Book](#)









[Help](#)

### School Improvement Plan - St. Viator School

[St. Viator School \(46\)](#) Fiscal Year - 2008

---

**Required Needs Assessment:**  
Written documentation of the school needs that caused School Improvement status must be on file in the school.

Plan Additions	Status
<b>Required Items:</b>	
<a href="#">Technical Assistance/Assistance Expectations</a>	Complete
<b>Required Components (Action Step Level):</b>	
 <a href="#">Teacher mentoring program</a>	Complete
 <a href="#">Meaningful parental involvement (parents, community, and others)</a>	Complete
 <a href="#">Policies/practices to strengthen the core academic subjects and address instructional School Improvement issues</a>	Complete
 <a href="#">High quality and continuous professional development for teachers and staff</a>	Complete
 <a href="#">Parent Notification of the School Improvement status</a>	Complete
 <a href="#">Annual evaluation (required only for schools requesting SI or CSR funding)</a>	Complete
 <a href="#">School reform that supports and is supported by teachers, principals, administrators, and other staff</a>	Complete
<b>Optional Components (Action Step Level):</b>	
 <a href="#">Before/after/summer school program</a>	Complete

[Printable Version of School Improvement Plan](#)

If you have a new Schoolwide program, proceed to the the last section in the ***Planning Tool, Schoolwide Plan Requirements***.

## Schoolwide Plan Requirements:

Click **Planning Tool**

Click **Select School**

The screenshot shows the 'Planning Tool' interface. On the left is a sidebar with a menu including 'ePAGE Home', 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool' (circled in red with an arrow pointing to it), 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. A red box labeled 'First, Click' points to the 'Planning Tool' menu item. The main content area has a breadcrumb 'Home >> Planning Tool >>' and the title 'Planning Tool'. Below this is 'Washoe County SD (16)' and 'Fiscal Year - 2008'. A 'Select Fiscal Year:' dropdown is set to '2008', with a link 'Create School District/Agency Plan for Fiscal Year 2009'. A legend shows 'G' for Goal, 'O' for Objective, and 'AS' for Action Step. Under 'Select School:', there are three options: 'School District/Agency Plan' (with G, O, AS icons), 'School Plan' (with AS icon), and 'Schoolwide Plan Requirements' (with AS icon). A blue box labeled 'Second, Click' points to a dropdown arrow icon in the 'School Plan' menu. Arrows indicate the flow from 'School District/Agency Plan' to 'School District Improvement Plan Requirements' (O icon), and from 'School Plan' to 'School Improvement Plan Requirements' (AS icon) and 'Schoolwide Plan Requirements' (AS icon).

Click a school from the resulting menu.

This screenshot shows the 'Select School:' dropdown menu open. The menu lists various schools, with '016-207 - Beck, Jessie Elementary School' highlighted in blue. A red arrow points to this selection. The background shows the same 'Planning Tool' interface as the previous screenshot, but the 'School Plan' menu is now expanded to show the list of schools. The sidebar and main header elements are consistent with the previous image.

\*\*\* In order to work in **School Plan**, **School Improvement Plan** or **Schoolwide Plan Requirements**, a school must be selected. If not, you will receive a pop up message stating “Please select a school from the drop down above”. \*\*\*

★ ePAGE Home  
 Search School Districts  
 Admin Tools  
 Edit User Info  
 Doc Library  
 Contact NDE  
 Logout  
 Planning Tool  
 Action Step Bank  
 Funding Applications  
 Address Book  
 Help

Home >> Planning Tool >>

### Planning Tool

St. Viator School (46)

Fiscal Year - 2008

Select Fiscal Year: 2008 [Create School District/Agency Plan for Fiscal Year 2009](#)

☐ G - Goal ☐ O - Objective ☐ AS - Action Step

Select School:  
 102-836 - St. Viator School

School District/Agency Plan ☐ G ☐ O ☐ AS  
 School Plan ☐ AS

Second, Click

School District Improvement Plan Requirements ☐ O  
 School Improvement Plan Requirements ☐ AS  
 Schoolwide Plan Requirements ☐ AS

First, Verify you have Clicked a School

You will be taken to the **Schoolwide Plan** page for this school. Notice status is Incomplete.  
 Click the blue link for **Strategies to Strengthen ...**

★ ePAGE Home  
 Search School Districts  
 Admin Tools  
 Edit User Info  
 Doc Library  
 Contact NDE  
 Logout  
 Planning Tool  
 Action Step Bank  
 Funding Applications  
 Address Book  
 Help

St. Viator School (46)

### Schoolwide Plan - St. Viator School

Fiscal Year - 2008

Required Needs Assessment:  
 Written documentation of comprehensive school needs assessment based on student achievement related to State standards must be on file in the school.

Second, Click

First, Notice Status of Each

Plan Additions	Status
Required Components (Action Step Level):	
Strategies to strengthen the core program and extend learning time	Incomplete
High quality and continuous professional development for teachers and staff	Incomplete
Additional assistance to students having difficulty mastering State standards	Incomplete
Increased parental involvement	Incomplete
Preschool transition	Incomplete
High quality teachers	Incomplete
Teacher recruitment	Incomplete
Teacher decisions on the use of assessments to improve student achievement	Incomplete
Coordination of programs	Incomplete

Printable Version of Schoolwide Plan

Click each subsequent blue link, completing in a similar fashion to other areas in this section.

At this point, the ***Schoolwide Plan*** (School Level) is complete.

★ ePAGE Home

Search School Districts

Admin Tools

Edit User Info

Doc Library

Contact NDE

Logout

Planning Tool

Action Step Bank

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**Schoolwide Plan - St. Viator School**

[St. Viator School \(46\)](#)

Fiscal Year - 2008

**Required Needs Assessment:**

Written documentation of comprehensive school needs assessment based on student achievement related to State standards must be on file in the school.

Plan Additions	Status
<b>Required Components (Action Step Level):</b>	
 <a href="#">Strategies to strengthen the core program and extend learning time</a>	Complete
 <a href="#">High quality and continuous professional development for teachers and staff</a>	Complete
 <a href="#">Additional assistance to students having difficulty mastering State standards</a>	Complete
 <a href="#">Increased parental involvement</a>	Complete
 <a href="#">Preschool transition</a>	Complete
 <a href="#">High quality teachers</a>	Complete
 <a href="#">Teacher recruitment</a>	Complete
 <a href="#">Teacher decisions on the use of assessments to improve student achievement</a>	Complete
 <a href="#">Coordination of programs</a>	Complete

[Printable Version of Schoolwide Plan](#)

At this point, all areas of the ***Planning Tool*** are complete.

## Copy & Paste an Action Step:

The **School District / Agency Plan** and the **School Plan** allow you the time saving option of copying an **Action Step** for use with another **Objective**.

From the **Action Step** page of either District or School, notice the blue link Copy next to the **Action Step**.

Click the blue link to Copy this **Action Step**.

**School Action Steps - St. Viator School**

[St. Viator School \(46\)](#) Fiscal Year - 2008

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Status

School Action Steps

View All

Section Complete? ☒ Yes ☐ No Save

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**Current Goals: (Click on Goal Title to be taken directly to Additional Details)**

[1. English Language Acquisition](#)

[2. Mathematics](#)

---

G - Goal

O - Objective

AS - Action Step

G

1. English Language Acquisition

[Return to top](#)

O

1.1. Comprehensive Family Literacy Services

Paste

Add Action Step

↑ ↓ AS

1.1.3. Math Night - SI & SW

[Copy](#)

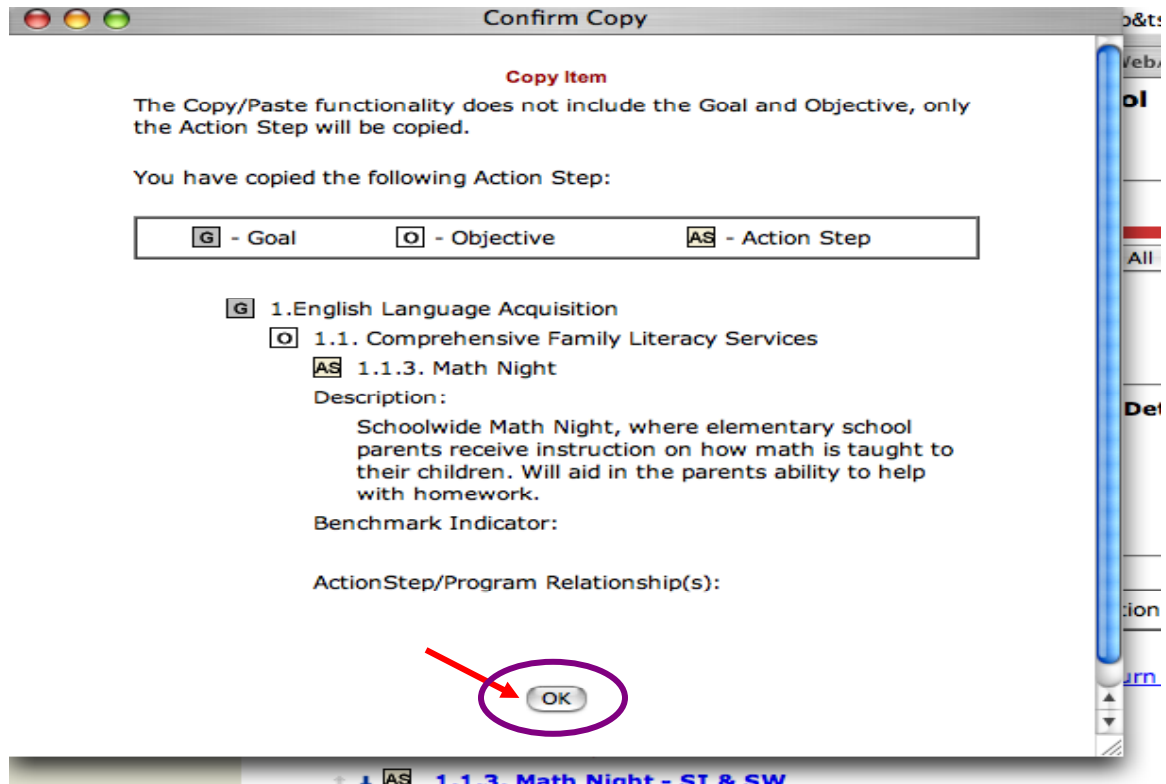
**Description:**  
Schoolwide Math Night, where elementary school parents receive instruction on how math is taught to their children. Will aid in the parents ability to help with homework.

**Benchmark Indicator:**

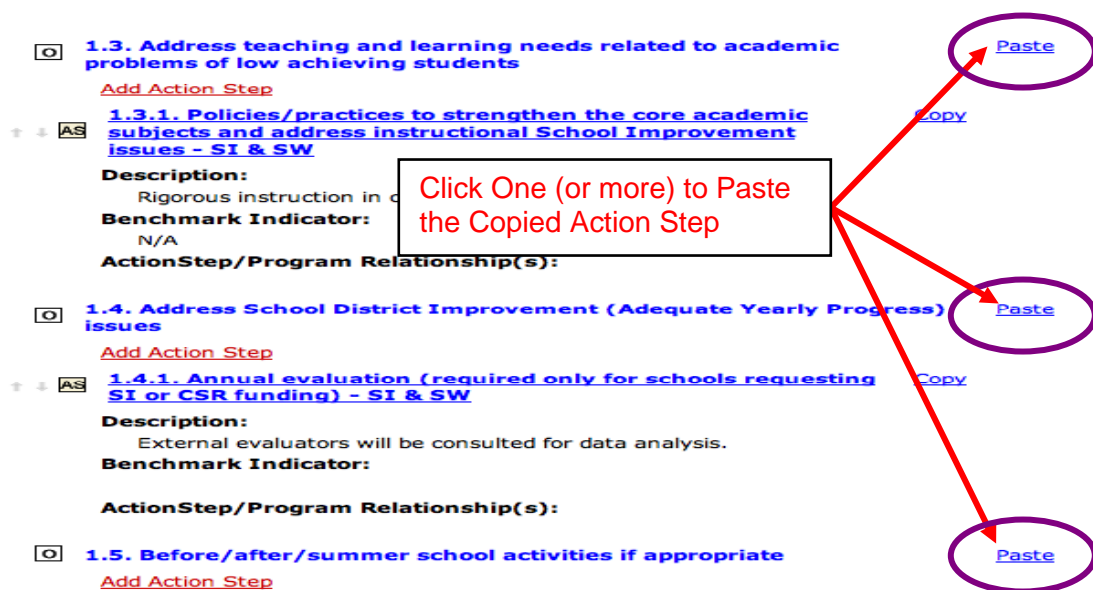
**ActionStep/Program Relationship(s):**

A pop up menu will appear similar to the following example.

Click OK



You will notice **Paste** is now a blue link option next to other **Objectives**.



In the example that follows, we added the Action Step to Objective 1.4

☐ **1.4. Address School District Improvement (Adequate Yearly Progress) issues** [Paste](#)

[Add Action Step](#)

↓ ☐ **1.4.1. Annual evaluation (required only for schools requesting SI or CSR funding) - SI & SW** [Copy](#)

**Description:**

External evaluators will be consulted for data analysis.

**Benchmark Indicator:**

**ActionStep/Program Relationship(s):**

☐ **1.4.2. Math Night - SP**

Notice this **Action Step** has been Added to this **Objective**

[Copy](#)

**Description:**

Schoolwide Math Night, where elementary school parents receive instruction on how math is taught to their children. Will aid in the parents ability to help with homework.

**Benchmark Indicator:**

**ActionStep/Program Relationship(s):**

You may continue to use these **Cut & Paste** procedures to quickly and easily copy **Action Steps** from one **Objective** to another **Objective**.

## Preparing for the Next Fiscal Year:

Click **Planning Tool**

Click **Create School District / Agency Plan for Fiscal Year 2009**

The screenshot shows the 'Planning Tool' interface. On the left is a sidebar with a menu including 'ePAGE Home', 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool' (circled in purple with a red arrow pointing to it and a box labeled 'First, Click'), 'Action Step Bank', 'Funding Applications', 'Address Book', and 'Help'. The main content area has a breadcrumb trail 'Home >> Planning Tool >>' and the title 'Planning Tool'. Below this is 'St. Viator School (46)' and 'Fiscal Year - 2008'. A 'Select Fiscal Year:' dropdown is set to '2008'. A link 'Create School District/Agency Plan for Fiscal Year 2009' is circled in purple with a blue arrow pointing to it and a box labeled 'Second, Click'. Below this are three tabs: 'G - Goal', 'O - Objective', and 'AS - Action Step'. Under 'G - Goal' is a link 'School District/Agency Plan' with a 'G' icon. Under 'O - Objective' is a link 'School District Improvement Plan Requirements' with an 'O' icon. Under 'AS - Action Step' is a link 'School Plan' with an 'AS' icon. Below 'School Plan' are two links: 'School Improvement Plan Requirements' with an 'AS' icon and 'Schoolwide Plan Requirements' with an 'AS' icon. Arrows indicate the flow from 'School District/Agency Plan' to 'School District Improvement Plan Requirements' and from 'School Plan' to both 'School Improvement Plan Requirements' and 'Schoolwide Plan Requirements'.

You will see a pop up menu similar to the following example:

\*\*\* Be very careful that you want to create the next year plan at this time \*\*\*

Click **OK**

The screenshot shows a confirmation dialog box titled 'http://epage.doe.nv.gov'. It contains the following text: 'The 2009 School District/Agency Plan should not be created until your school district/agency is ready to begin the planning process for Fiscal Year 2009.' followed by 'Once the 2009 School District/Agency Plan is created, a modification to the 2008 plan will not be transferred into your 2009 plan. If the modification applies to the 2009 plan, then it would need updated there as well.' and 'The 2009 School District/Agency Plan will be created nightly from the 2008 School District/Agency Plan data in the system at the time of execution. The 2009 plan should be available for viewing tomorrow.' At the bottom, it asks 'Are you sure you wish to proceed?' with 'Cancel' and 'OK' buttons. The 'OK' button is circled in purple with a red arrow pointing to it.

**Logout** at the left menu bar.

**Login** the next day at the left menu bar. The **Planning Tool** for the next fiscal year will be available. The **Planning Tool** information from the current fiscal year will be copied to the next fiscal year. You will use the same processes described in this section to add items (**Goals, Objectives, Fiscal Resources** and **Action Steps**).

If you wish to modify an item:

Click the item link

Edit

Click **Save**.

For items that are no longer applicable and should be deleted:

Click the item link

Click **Delete**

Click **Save**.

When done with all **Planning Tool** functions, **Logout** as normal at the left menu bar.

**List of Selected Help Topics in the Planning Tool:** These are also found in ePAGE by Clicking **Help** when on the appropriate page.

#### What is the status page?

The status page shows users what parts of their plan are complete and what areas need to be completed AND it allows LEAs to view a printable version of the District plan and to create archived versions of the plan.

#### When must the District Improvement plan be created?

Districts need to create a District Improvement Plan Addition within 3 months of being identified by NDE as being in District Improvement status.

#### Are the links on the tabs the same as the ones in the table?

Yes, accessing sections in more than one ways is a feature of the site.

#### What does the print function do?

The print function creates a full printable view of the entire District/Agency Plan in a printer friendly format.

#### What does the archive function do?

The archive feature allows a district to take a snapshot of its plan for future review and create copies of the plan that can be viewed by the general public.

#### How is a Goal added to the Planning Tool?

Click the Add Goal link, then enter text. To use Goals suggested by the Nevada Department of Education:

1. Click the View Recommended Goals link from the Add a Goal page.
2. Select a Goal from the drop down box.
3. Click the Use button. The information will be loaded into the proper fields where LEAs can then edit the goal to meet their needs.

#### How is a Goal modified?

Click the desired Goal to be edited, then enter your changes.

#### How can a Goal be deleted?

Click the Goal to be deleted and then click the Delete button. Districts cannot delete Goals that have School Plan Action Steps associated with them. Deleting

these Goals would invalidate the School Plans.

#### How can an Objective be added to the Planning Tool?

Click the Add Objective link under the desired Goal the Objective. To use Objectives suggested by the Nevada Department of Education:

1. Click the View Recommended Objectives link.
2. Select an Objective from the drop down box.
3. Click the Use button. The information will be loaded into the proper fields where LEAs can then edit the Objective to meet their needs.

#### How is an Objective added to the Planning Tool?

Click the Add Objective link under the desired Goal the Objective. To use Objectives suggested by the Nevada Department of Education:

1. Click the View Recommended Objectives link.
2. Select an Objective from the drop down box.
3. Click the Use button. The information will be loaded into the proper fields where LEAs can then edit the Objective to meet their needs.

#### How can an existing Objective be modified?

Click the Objective to be edited, then make editorial changes. Care should be taken when editing Objectives that have School Plan Action Steps associated with them.

#### How is an existing Objective modified?

Click the Objective to be modified, then make editorial changes. Care should be taken when editing Objectives that have School Plan Action Steps associated with them.

#### How can an Objective be deleted?

Click the Objective to be removed and then click the Delete button. Districts cannot delete Objectives that have School Plan Action Steps associated with them. Deleting these Objectives will invalidate the school plan.

#### How is an Objective deleted?

Click the Objective to be removed and then click the Delete button. Districts cannot delete Objectives that have School Plan Action Steps associated with them. Deleting these Objectives will invalidate the school plan.

#### How is an Action Step added to the Planning Tool?

Click the Add Action Step link under the desired Objective, then enter your text.

#### [How can an existing Action Step be modified?](#)

Click the Action Step to be edited, then enter your editorial changes.

#### [How can an existing Action Step be modified?](#)

Click the Action Step to be edited, then enter your editorial changes.

#### [How is an existing Action Step modified?](#)

Click the Action Step to be edited, then enter editorial changes.

#### [How can an Action Step be deleted?](#)

Click Action Step to be deleted and then click the Delete button.

#### [How do I delete an Action Step?](#)

Click the Action Step to be deleted and then click the Delete button.

#### [How is an Action Step deleted?](#)

Click Action Step to be deleted and then click the Delete button.

#### [How is a Fiscal Resource added to the Planning Tool?](#)

Click the Add Fiscal Resource link underneath the appropriate goal.

#### [How can an existing Fiscal Resource be edited?](#)

Click the desired Fiscal Resource (I.E., Title I-A, ECSE) to edit it.

#### [How can a Fiscal Resource be deleted?](#)

Click the desired Fiscal Resource (i.e., Title I-A, ECSE) to edit and then click the delete button on the Edit Fiscal Resource page.

#### [What is the Total Estimated Cost field?](#)

The Total Estimated Cost field is optional. It is a total of the estimated costs for all the Objectives for a single Goal. This number can be compared to the total Fiscal Resources for a year to ensure that LEAs have enough resources to cover their Objectives. This function is an estimation only and does not provide any calculated validation.

### What steps are needed to create a School Plan?

To create a School Plan:

1. Select a school from the drop down menu.
2. Click the Create a School Plan link.
3. Click School Action Steps to start.
4. Enter the School Plan Action Steps to the School Plan. The link, Create a School Plan, appears only when users have access rights to that school.

### Why can't a School Plan be created?

Contact your local ePAGE Administrator to have your access updated. If the option to create a school plan is not present, the user does not currently have access to edit the plan for that school.

### What does the Create School Improvement link do?

The Create School Improvement link allows the selected school to modify its School Plan to meet the Improvement requirements of State and Federal law and regulations.

### What does the Create Schoolwide Plan link do?

The Create Schoolwide Plan link allows the selected school to modify its School Plan to meet the Title I Schoolwide requirements. Districts must notify the Nevada Department of Education in the ePAGE History Log that they intend to begin the year-long planning to create a schoolwide program. Only new Schoolwide programs must complete the Schoolwide Plan in the ePAGE. Existing Schoolwide programs must have their plans available locally.

### What is an archive plan?

The archive feature allows LEAs to take a snapshot of their plan for future review and create copies of the plan that can be viewed by the general public.

### What does the print function do?

The print function creates a full printable view of the entire District/Agency and District Improvement plan in a printer friendly format.

### How is an Action Step added?

Click the Add Action Step under the desired Objective and enter the Action Step text.

#### [The Add Action Step link is missing. What is wrong?](#)

Contact your local ePAGE Administrator to have your access updated. The option to create a School Plan Action Step is not present, the user does not have access to edit the plan for that school.

#### [How is an Action Step linked to a Funding Source/Program?](#)

Select the Add Action Step/Program Relationship to link it with a Funding Source/Program.

#### [There aren't any Objectives that align with the Action Steps How can a Objective be added to correct this?](#)

Only LEA users can add Goals and Objectives to the plan. If a user needs to add a School Plan Action Step that does not align with the existing Objective, the user should contact the local ePAGE Administrator to request that an appropriate Objective be added.

#### [What information is needed to create an Action Step?](#)

Action Steps require a title and description.

#### [The fields cannot be modified. What's wrong?](#)

LEAs may require users to use only those items from the Action Step bank. If this is the case, users will not be able to edit the fields when adding an Action Step.

#### [What is the Action Step bank?](#)

The Action Step bank is a collection of Action Steps created by the LEA in collaboration with school representatives. LEAs can allow schools to create their own School Plan Action Steps or they can limit them to only using Action Steps from the Action Step bank.

\*\*\* End of this section. \*\*\*